

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, September 21, 2009**  
**City Hall**  
**100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**  
**3:00 p.m.**

**MEMBERS PRESENT:** Darlene Hallet-Chair, Michael Welch-Vice Chair, Tom Diedrick, Rich Alcher.

**MEMBERS EXCUSED:** Paul Kendle

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Rob Strong, Robyn Hallet, Anne May Steffel, DonElla Payne, Matt Roberts, Chip Law.

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the August 17, 2009, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick and seconded by M. Welch to approve the minutes from the August 17, 2009, meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

2. September 2, 2009, letter from Astar Capital Management, Inc. regarding the Port Plaza Relocation.

R. Strong stated that the Authority provided project based vouchers to relocate the tenants of Port Plaza Towers to two new projects that are being built. Woodland Park Apartments will be located at 2809 University Avenue and provide 80 units and Trail Creek Apartments will be located at Berger and Morrow Street and provide 70 units. Construction should begin approximately November of this year with an anticipated opening for the winter of 2011.

R. Strong stated that this letter is to let the Authority know that things are moving in the right direction and is to be received and placed on file.

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3. Receipt of BCHA financial audit for the 12-month period, ending December 31, 2008.

A. Steffel distributed copies of the audit to the members. She stated that the finding for this year is a carryover from last year. One previous finding dealt with the monthly oversight of our bank records. That has been cleared up by having the accountant sit with the Housing Administrator or Rob Strong and go over the financial reconciliations on a monthly basis. The second finding, which carried

over, was the financial statement preparation. That will be an ongoing finding as we don't want to pay an outside person to prepare those monthly. We only do that once a year because it is not cost effective. Other than that we are in good standing.

D. Hallet questioned if we have received approximately \$21,264.00 from the Mutual Housing Association that was from the Home Program.

A. Steffel stated that she would check on that but she is pretty sure it has been received. She does remember an amount of around \$21,000.00 being received last October.

D. Hallet stated that it is her understanding that as homeowners pay back on their notes, there would be money given back to the BCHA in the future. She could not remember how often the money was supposed to be paid back to the BCHA.

R. Strong stated that he would have to check on what the agreement says. Some CHDO funds can be kept by the CHDO to do new housing projects.

R. Aicher asked for clarification if the only finding for 2008 is the carryover from 2007.

A. Steffel responded that is correct. It is not cost effective to pay an outside person to do financial statement preparation when there is not a lot of activity except for the Section 8 program, which we monitor very closely. When K. Pamperin was the Housing Administrator he felt it was acceptable to keep things the way they are since there had been no problems. However, if the Authority feels it is warranted to look into having someone from the outside do this, we could look into that.

R. Aicher explained that the way the response is worded sounds like we have a resolution for the finding, but in actuality it will continue on. He wants to make sure everyone understands that.

R. Strong stated that staff could talk with the auditor to see if there is some middle of the road step that could be taken that isn't being done now that would help correct the finding.

A. Steffel stated that the auditors will be here next week for the GBHA audit. The GBHA has that same finding so we may want to ask the auditor the question for both the BHCA and GBHA.

The Authority was informed that A. Steffel had taken a position with HUD and would be leaving. R. Strong expressed his thanks to A. Steffel for the work that she has done and informed the Authority that he is going to Personnel to try and have the position filled.

**PUBLIC HEARING:**

4. Public hearing to receive input on the Brown County Housing Authority 2010-2014 Five-Year and 2010 Annual Agency Plan.

R. Hallet stated that the BCHA is required to submit a Five-Year and Annual PHA Plan. This public hearing provides an opportunity for the public to give their input before the plans are submitted.

R. Hallet stated that she would like to move item number 9 to coincide with item 4. She would give an overview of the plan and if there are any comments from the public they could provide them at that time.

A motion was made by T. Diedrick and seconded by R. Aicher to move item 9 to be heard with item 4. Motion carried.

After the overview of the plan, R. Strong stated that the floor was open for public comment. He asked three times if there was anyone present who wished to address the hearing. There was no one present who wished to address the hearing.

9. Review and action on the Brown County Housing Authority 2010-2014 Five-Year and 2010 Annual Agency Plan.

R. Hallet referenced the attachment to the agenda packet, which is the PHA 5-Year and Annual Plan required by HUD. She stated that she would point out the most relevant parts:

5.1 is the mission statement, which is to ensure that all residents of Brown County have the opportunity for safe, affordable housing.

5.2 reviews the upcoming goals and objectives for the PHA 5-Year Plan. She asked if there was any input on these goals and hearing none at this time, moved on to the next relevant section.

6.0 identifies the areas of the plan that have been revised by the PHA since its last Annual Plan submission.

7.0 talks about both Homeownership Programs and Project-based Vouchers. This basically summarizes what programs the BCHA has available to assist with homeownership. This section expresses the BCHA's wishes to continue to use and promote Project-based Vouchers for designation of up to 500 units.

9.0 talks about housing needs that were summarized by the City of Green Bay's Consolidated/Strategic Plan as well as the State of Wisconsin, Department of Commerce, Consolidated Plan for housing. The housing needs are broken down into five different categories.

9.1 takes the five different categories of needs and identifies the strategies for addressing those needs.

10.0 lists the goals from the previous 5-year plan as well as the progress made on these goals over the 5 years.

R. Hallet stated that attached to the plan is a summary of responses from the Resident Advisory Meeting, which was held on September 8<sup>th</sup>. Also attached is the State of Wisconsin Consolidated Plan and Certification Form along with the PHA Certifications of Compliance with PHA Plans and Related Regulations. She explained that the Annual Plan and 5-Year Plan are together in the same format. There is nothing separate for the Annual Plan when it is the year to submit the 5-Year Plan.

R. Aicher stated that on page 2 of 2 for the PHA Certifications of Compliance with PHA Plans and Related Regulations only the line for 5-Year PHA Plan for Fiscal Years 2010-2014 is checked but not Annual PHA Plan for Fiscal Years 20\_\_ - 20\_\_, and questioned if that should also be checked.

D. Payne stated that on page 1 of the PHA 5-Year and Annual Plan in section 3.0, you need to select the submission type and 5-Year and Annual Plan has been selected. The annual plans are not separated until the second year of the five years. Everything is incorporated into one at this point and then annually you break down what you have accomplished toward the 5-Year Plan.

R. Hallet stated that prior to leaving ICS she worked on this plan and DonElla and other staff at ICS have been working on it since her departure and she is very confident that nothing is missing that needs to be submitted for the annual portion of this and everything that is needed is here.

D. Payne explained that originally the form from HUD is two pages, but as you add your information and answer the questions, it expands the form but doesn't automatically update the page numbering to reflect the actual number of pages you are submitting on their two page form.

R. Aicher stated that he doesn't see anything referencing fraud and the work being put into that. He suggested adding a goal for integrity of the program and then bullet points talking about the investigations and work being done.

No comments were made by the public and so a motion was made by R. Aicher and seconded by T. Diedrick to approve the Brown County Housing Authority 2010-2014 Five-Year and 2010 Annual Agency Plan with the amendment of the goals. Motion carried.

## REPORTS:

5. Report on Housing Choice Voucher Rental Assistance Program.
  - A. Preliminary Applications

- D. Payne stated that there were 161 preliminary applications received by ICS for the month of August.
- B. Housing Assistance Payments  
D. Payne stated that the HAP for August was \$1,030,824.00
- C. Housing Assistance Unit Count  
D. Payne stated that the unit count was at 2714.
- D. Housing Quality Standard Inspection Compliance  
M. Roberts stated that the initial inspections pass rate jumped 5%. The re-evaluation inspections passing rate did drop from 30.79% to 23.82%. The fail rate has stabilized at around 33.51%.
- E. Housing Choice Voucher Administrative Costs and HUD 52681B  
C. Law stated that they are still \$30,646.40 under budget this year. They are fully staffed at this point so he does not believe this number will rise and that the number should actually drop, which is typical.
- F. SEMAP Monitoring Report  
D. Payne stated that the SEMAP score is still a high performer.
- G. Report of the Housing Choice Voucher Family Self-Sufficiency Program.  
D. Payne stated that for the month of August there are 101 clients, of which, 38 have escrow accounts and 2 graduated. There are no new contracts.
- H. Report on the Housing Choice Voucher Home Ownership Option.  
D. Payne stated that the client count is 95.
6. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.  
  
D. Payne stated that there were 13 investigations opened in August. Three were closed as substantiated, 1 was closed as unable to substantiate, and 9 investigations remain open.

The Authority has asked that on the spreadsheets that are submitted by Langan Investigations, that they leave apartment unit numbers off the spreadsheet. They do like having the street name and location i.e. Green Bay, Howard, etc.

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#### OLD BUSINESS:

7. Preview and feedback on presentation of Housing Choice Voucher Program for County Board of Supervisors at their October 21, 2009, meeting.
- F. Hallet stated that at the last BCHA meeting it was discussed that a presentation would be made to the Brown County Board of Supervisors. Coincidentally, a few days after the last BCHA meeting, she received a call from Supervisor Zima

requesting them to come and give a presentation. R. Hallet distributed copies of the draft presentation and stated that at tonight's meeting the Authority would be presented with a preview of the presentation that would be made to the County Board and could provide their feedback so that changes could be made.

After the presentation and discussion, it was determined that the Authority's next meeting is on October 19, 2009, and finalization of the presentation will be done at that meeting.

#### **NEW BUSINESS:**

8. Review of comments from Resident Advisory Board meeting on September 8, 2009.

F. Hallet distributed the minutes from the Resident Advisory Board meeting to the Authority. There were three suggestions that came from both the oral comments during the meeting and the written comments that were collected. The recommendations are for staff to continuously remain aware of protecting client confidentiality, to be mindful of wording used to describe individuals who have a disability by always indicating first and foremost that they are a person or an individual that has a disability not that they are disabled, and a suggestion about mandating renter's insurance for each HCV recipient.

F. Hallet stated that she did not believe HUD would allow us to require renter's insurance but it is something that could be suggested to the recipients.

C. Hallet stated that she believes that there are some landlords that require their tenants to have renter's insurance as part of the lease.

F. Strong stated that it would be a good idea to let participants know that they are responsible for insuring their belongings and being in this program does not protect them. He also suggested contacting the insurance company that housing authorities throughout the country utilize and see if they would be willing to offer an affordable renter's insurance through their agency.

D. Payne stated that if the insurance company did offer something through their agency the information could be included in the packets that are given to participants.

#### **BILLS:**

A motion was made by T. Diedrick and seconded by M. Welch to approve the payment of the bills. Motion carried.

#### **FINANCIAL REPORT:**

The financial report was received and placed on file.

**STAFF REPORT:**

R. Hallet distributed the response that was sent to the Brown County Board of Supervisors regarding their request to require applicants to the program to check in on a monthly basis.

A motion was made by M. Welch and seconded by T. Diedrick to adjourn the meeting at 5:31 p.m. Motion carried.